

MEMORANDUM A

(7th line)

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Page 1 of 1
6 July 1969

(8 spaces)

1. PERSONNEL OFFICER RESPONSIBILITIES (12th line)

a. The Personnel Officer is responsible for performing the following functions with respect to procurement, processing, position classification and termination of personnel:

- (1) Maintaining a current record of authorized vacancies and approved recruitments;
- (2) Establishing priorities for recruitment on an agency-wide basis;
- (3) Maintaining constant contact with potential recruitment sources;
- (4) Contacting and negotiating with individual applicants for employment;
- (5) Coordinating with Inspection and Security in connection with initiating and expediting security clearances for prospective employees;
- (6) Approving personnel actions:
 - (a) Final authority is delegated to the Personnel Officer to approve actions for grades PS-5, GS-12, and below;
 - (b) Authority to approve actions for grades GS-13, PS-6, and above shall remain with the Executive;
- (7) Classification and allocation of positions to appropriate occupation, grade and class, and for determining rates of pay applicable to positions not subject to the provisions of the Classification Act;
- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations;
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.

(11 lines)

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(2 lines)